ePAR Frequently Asked Questions (FAQ's)

1. How do I secure access to ePAR?

Answer: Sign on to my.untsystem.edu. From the "Employee Self Service" homepage select "Employee Resources", "HR Data Analytics & Reporting" and "Data Security" tiles. You will be prompted to enter your EUID and Password.

2. What is the path to the ePAR system in EIS?

Answer: Sign on to my.untsystem.edu, and select "Department Self Service" homepage. Then select the "ePAR" tile. The ePAR EIS tiles will be available for selection.

3. Who can assist me with encumbrance questions?

Answer: Payroll and the respective Campus Budget Office can assist with reviewing the chart strings and encumbrances.

4. **An error message appears when I enter a new chart string. When I click on the look up feature, it's not available for selection. What do I do?**

Answer: If the Budget Office has confirmed the new chart string was created, a nightly process updates that information in the HR/Payroll system. If it's still unavailable the next day, email ePAR_help@untsytem.edu.

5. **The Department and/or Funding approver is wrong. How can that information be corrected?**

Answer: Contact hrdart@untsystem.edu so they can confirm/update the Department Manager in EIS. (Often times the change has been made on the Finance side, but not on the HR side). If the Project (Projid) manager is not correct, that can only be corrected on the Finance side, so contact the Grants/Research Office.

6. **How do I correct the funding on a terminated record?**

Answer: Email hrrecords@untsystem.edu requesting the record be reactivated. The request should include the employee name, record number, and reason for the request (correct funding). Records will notify the requestor when the record has been reactivated, at which time a funding change ePAR can be submitted. Once the ePAR to correct the information has been submitted, a termination ePAR should be submitted to return the record to its terminated status.

7. How do I make corrections to a terminated record?

Answer: Email hrrecords@untsystem.edu requesting the record be reactivated. The request should include the employee name, record number, and reason for the request (correct termination date, reason, and/or job code). Records will notify the requestor when the record has been reactivated, at which an ePAR to make the desired corrections can be submitted. Next, a termination ePAR should be submitted to return the record to its terminated status.

8. **Why do I have to enter the *Source of funds* when I have entered the funding source in the DBT section of the transaction?**

Answer: The source of funds may or may not be the same as the funding in the Department Budget Data (DBT) section. The DBT section represents which funds will pay directly for the employee's salary & benefits. The source of funds is where you may have additional monies that will help you pay for the employee's salary & benefits. In other words, this is the source that the budget office will use to transfer funds from this 'source' to the funding in the DBT section. (Analogy: checking account where bills are paid vs. savings account)

9. **I receive a funding error message. What do I do to address the error?**
Answer: Confirm with the Budget Office that the funding information provided in the transaction is correct. If correct and you still receive a funding error message, email ePAR_help@untsystem.edu providing the ePAR number and the chartstring you are trying to use. The message should include the confirmation from the Budget Office so they won't be contacted to confirm the funding information again.

10. **ePARs have been submitted, and approved, transferring funds to another account. Who do I contact to find out whether the funds have been transferred?**
Answer: The Congnos report can provide that information. For additional questions or assistance the Budget Office can also confirm whether the funds have transferred to the desired account. The Budget Office will use the information from the Source of Funds data to prepare the journal and transfer the funds.

11. When can ePARs for the next fiscal year be submitted?
Answer: ePARs for the next fiscal year can be entered once the budget has been approved by the Board of Regents. An email will be sent out in mid to late August when ePARs can be submitted for the next fiscal year.

12. **How far back can I retroactively make corrections?**
Answer: The ePAR system allows users to go as far back as 3/1/2016. Due to budget constraints, changes that impact the budget from a prior fiscal year may not be allowed.

13. **How do I make changes to an ePAR?**
Answer: If the ePAR **has not been approved**, the initiator can pull the transaction back to make changes by going to Display a Submitted ePAR and clicking on the Pullback (in yellow) at the bottom of the ePAR. Changes can be made to all fields *except* to the effective date. If the effective date is what needs to be changed, you will need to 'delete' the ePAR and start a new one. If the ePAR **has been approved**, you will need to do another ePAR to correct the data from the ePAR previously processed in error. If the hire date is the item you need to correct, please contact HR Records for assistance.

14. ***"No record found"* message appeared when I searched for an employee/record number. What does that mean?**
Answer: The most common reason for this message is the employee/record number has been terminated. A job data search can confirm the status of the record. If you have access to submit an ePAR, you have access to see the job records for employees in the department(s) you have access to. Here is the navigation to job data Select the "NavBar", then Workforce Administration > Job Information > Job Data. Use the available search parameters to locate the desired employee/record.

Please note, if the hire date for that record is a future date, that record will not be visible until that future date.

If the record is active the message is likely appearing because no funding has been assigned to that record. Email ePAR_help@untsytstem.edu for confirmation. If that is the case, the respective Budget Office will be contacted to add funding to that record.

15. **I have an additional pay item that should be paid from multiple funding sources. How do I set that up in an ePAR?**

Answer: In the “Additional Pay Data” section of the transaction, add a line for each funding source. The additional sequence number should begin with 1, and advance by 1 for each item using the same earnings code. This tells the system to pay the additional pay item concurrently.

16. **How is ePAR approval authority delegated?**
Answer: ePAR approval authority is granted to others through the Manage Delegation process. To delegate ePAR authority, sign on to my.untsystem.edu, from the “Employee Self Service” homepage, select the “Delegations” and “Create Delegation Request” tiles. The approver would create a *Delegation Request* generating an email to the delegate. The delegation is finalized once the delegate ***accepts*** the request.

17. **The ePAR is pending approval for an approver that is out of the office. Can this approver be skipped?**
Answer: The transaction can be reassigned to another person. Please email ePAR_help@untsystem.edu the ePAR number, name and EUID of the person the transaction should be reassigned. Also indicate if ePAR approval authority should be delegated to this person also, and if so, when the delegation should end (provide an end date).

18. **How do I make changes to a salaried (Faculty or Staff) hire ePAR ?**
Answer: Check the *Additional Changes Needed* check box located in the “Job Data” section of the ePAR and make the desired job data, department budget data, position data changes. This check box is also selected when you need to add an additional pay item to the hire ePAR.

19. **How do I change the supervisor for a salaried employee?**
Answer: In the position data section of the ePAR, enter the reporting supervisor’s position number. The supervisor’s name will display in that section as well as the *Reports to Supv ID* field in the job data section.

20. **I attached a document but it does not appear in the attachment section of the ePAR. What is wrong?**
Answer: The ePAR attachment filename character limit is 64 characters, to include the file type; i.e. .doc, .xlsx, .pdf. If the name of your file is beyond the character limit, it will not save.

21. **Who submits the ePAR when an employee is transferring to another department?**
Answer: The ‘receiving’ department where the employee is transferring to will submit the transfer ePAR. The ‘leaving’ department head will be included in the approval workflow. NOTE: the same process applies for transferring a vacant position (reorganizations).

22. **Who submits the ePAR when an employee is transferring to anther UNT System institution?**
Answer: The ‘receiving’ department where the employee is transferring to will submit the transfer ePAR. The ‘leaving’ department head will be included in the approval workflow. When the ePAR is approved, a Termination and Hire rows will be added to the employee’s job record. Depending on the timing of this, they may result in an overpayment from the leaving department, but it will all be worked out through payroll. NOTE: the same process applies for transferring a vacant position (reorganizations).

23. **The ePAR I submitted is pending approval from the workflow admin. Who is that and who do I contact to move the transaction along?**
Answer: When information is missing or the system can’t find certain data, it will route to the workflow administrator to determine who the workflow approver should be. ePAR_help@untsystem.edu is a shared

email box and receives notifications on behalf of the workflow admin. We regularly check for ePARs pending approval from the workflow admin throughout each day. Based on the circumstance, we will either reassigned it to the correct person, or administratively approve the transaction.

24. **Where does an ePAR that has been pushed back go?**
Answer: A pushed back ePAR is saved as a draft and can be access via the *Update/Submit an open ePAR* page where you will be able to edit it (except for effective date) and resubmit it for approval.

25. **How do I get the position data details in the ePAR to match what's in the job data section of the ePAR?**
Answer: There was an issue where position data was not syncing with job data. That issue has been resolved. But, if the details don't match on a current transaction, notify ePAR_help@untsytem.edu providing the ePAR number and the discrepancy.

26. **What do I need to do when someone has been approved for FMLA, exhausts all leave, later receives donated time and then returns back to work?**
Answer: An ePAR does not need to be completed until the employee exhausts all available and applicable leave. Once leave has been exhausted (even if they are in the process of waiting to be approved for additional leave), you need to create an ePAR and put them in a leave without pay status with the reason of FMLA. If they are approved for additional leave, you would create another ePAR returning them from leave the date the additional leave is approved for. Once again, if that leave exhausts and the employee still has not returned, you will need to create another ePAR putting them back on leave without pay status and then return them from leave when they return to work.

27. **We have multiple people in our area that create ePARs. What should we do internally to ensure we are not duplicating efforts?**
Answer: Always check first to see if anyone else has already created the transaction. You can do this by going to display a submitted ePAR, putting in the effective date and the employee ID number.

28. **What are the steps we need to follow when we are putting someone in an interim position?**
Answer: It depends on what role they will serve and whether or not you are keeping them in their same position number.
a) If they are just serving as the interim but are staying in the same position you would just need to make appropriate salary and funding adjustments via ePAR and then potentially change reports to if the role will have additional people reporting to them. If the interim position also is a department head or account holder, you would need to contact HRIS@untsystem.edu and request that they update the department head and account holder information.
b) If you are moving them to the position formerly held by the previous person, you would not need to do anything other than create the ePAR changing their position (and any other adjustments such as salary, funding, etc.)

29. **How do I process an ePAR for faculty positions where there will only be a stipend?**
Answer: Need more information about what you mean by 'stipend'. If faculty are not in a position and should be paid, you will need to hire them into a job without position.

30. **What is the official policy for when to process reimbursement via ePAR vs. ePro or Travel for an employee?**

Answer: Reimbursements are generally not subject to payroll taxes so they are processed via ePro/Travel/Accounts Payable. However, reimbursements that are older than 60 days may be subject to payroll taxes per IRS rules. If this is the case, continue to process the reimbursement via ePro and the A/P team will notify Payroll to tax the reimbursement accordingly.

Moving/Relocation expenses: Beginning January 2019, IRS changed the rules to require ALL moving/relocation expenses to be taxable. As a result, the process changed to process these type of expenses directly through payroll via ePAR. Receipts are no longer required since this is no longer treated as a ‘reimbursement’.

31. **How are relocations processed through ePAR?**
Answer:. The relocation earnings code in the additional pay section of the ePAR would be selected with the hire or employee change within ePAR.

32. What should I do when I need assistance with an ePAR?
Answer: Email ePAR_help@untsystem.edu your question. The communication should include a screenshot of the error message and the transaction details, such as ePAR type, ePAR #, employee id number, etc.

33. **When processing a termination ePAR, what is the difference between the effective date and the last physical date?**
Answer: The effective date is the date the action begins…the date the employee is no longer on the payroll and should no longer receive pay. The “Last Physical Date” is the last day the employee physically worked, whether in-person or remotely.
For example, Jane Doe’s last physical day working is Friday, May 14, 2021. She is using her paid time off options (PTO) for the remainder of the month. The effective date of her termination is 6/1/2021, and her last physical date is 5/14/2021.